



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 012 406 1901 Fax: 086 272 8850  
E-mail: [tryphina.rachoene@dpw.gov.za](mailto:tryphina.rachoene@dpw.gov.za) website: [www.publicworks.gov.za](http://www.publicworks.gov.za)

**Dear Sir/ Madam**

**You are hereby invited to submit a quotation for the supply and delivery of the following goods/assets/service to the Department of Public Works.**

<b>QUOTATION NO</b>	<b>: RFQ 0407</b>
<b>QUOTATION DESCRIPTION</b>	<b>: Supply and Delivery of Stationery</b>
<b>VALIDITY PERIOD</b>	<b>: 84 days</b>
<b>CLOSING TIME</b>	<b>: 11:00</b>
<b>CLOSING DATE</b>	<b>: 06/01/2025</b>

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
<i>Plastic Ruler</i>	Each	6		
<i>Scissor</i>	Each	4		
<i>Gel Pens</i>	Boxes	2		
<i>2 Quire</i>	Each	5		
<i>Glue stick</i>	Each	6		
<i>Sign-here- Stickers</i>	Each	6		
<i>M420 wire mesh metal cube, clip &amp; pen holder</i>	Each	2		
<i>Rubber</i>	Each	10		
<i>Sharp Calculator</i>	Each	2		
<i>Traditional Pencil</i>	Each	10		
<i>Highlighters Penflex</i>	Boxes	4		
<i>Staplers</i>	Each	2		

<b>White Board Marker</b>	<b>Each</b>	<b>6</b>		
<b>Quotation File Blue and red</b>	<b>Pack</b>	<b>2 pack each colour</b>		
<b>Delivery Place: Gauteng Province</b>				

Please e-mail the completed quotation to

Enquiries	: Public Works
Tel	: Corner Church and Bosman Street
E-mail	: <b>Tryphina Rachoene</b>
	: <b>012 406 1901</b>
	: <a href="mailto:Tryphina.Rachoene@dpw.gov.za">Tryphina.Rachoene@dpw.gov.za</a>

**Quotations must be submitted to the following email address:**  
[ndpwquotations@dpw.gov.za](mailto:ndpwquotations@dpw.gov.za)

**NOTE:** Suppliers are to ensure that their banking details are successfully verified on CSD, The department may at any point request verification of the details.  
Please stamp the RFQ with your Company Stamp. However a quotation on the company letterhead would be accepted. Failure to return the forwarded PA-Forms will result in your quotation being considered as non-responsive.